



ENVIRONMENTAL SUSTAINABILITY POLICY

REST SPACE LDN is focused on coming out on top in limiting the negative effect of its activities on the climate. The core paths for this policy are:

- **Analyse** company work processes to guarantee max efficiency and minimum waste.
- **Minimise** harmful environmental emissions as direct or indirect results of company activities..
- **Advance** education on sustainable product lifecycle practices both internally for our own company members and among our clients and users.
- **Push** continued company member collaborations on improvements to sustainability & other environmental factors
- **Reach** or exceed the environmental legislation that relates to the Company.

COMPANY

Design, manufacturing, delivery, use and after use processes are in constant sustainable improvement where applicable and possible. Full disclosure of the environmental attributes of all material and components used. Acquisition of Environmental, safety and structurally certified materials and components. Collaboration with suppliers and manufacturers in considerations of sustainability.

Promotion of recollection, recycling and/or upcycling of all our products at the end of their lifecycle. Potentials for extended sustainability via methods such as upcycling and continued use of products or components post-lifecycle are considered in initial design phases.

PRODUCT

Policy Number	ENVIRO1	Review Date	23/11/2021
Drafted By	Daniel McIntosh	Version	1
Responsible	Rest Space LDN	Approved By	Rest Space LDN



HEALTH AND SAFETY POLICY

REST SPACE LDN is focused on protecting the health and wellbeing of those effected by its activities and processes:

The company has a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also carry out **risk identification assessments** in line with the Health and Safety Guidelines; that is follow the 5 steps:

- Company member collaboration to identify the hazards
- Decide who might be harmed and how
- Evaluate the Risks and decide on precautions
- Implement the precautions
- Review the assessment and update when necessary

PROCESS

EDUCATION ON POLICY FOR THOSE INVOLVED

Education of company members to equip them with an understanding and familiarity with this policy and its aspects

INDEPENDENT SERVICES

The Company will obtain independent health advice when required. Such services could include counselling & health interviews, investigation of hazards and accidents and work environment studies.

FIRST AID

It is the policy of the Company to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982).

LIFTING AND HANDLING

Informing staff of safe lifting techniques. The responsible parties will identify specific training needs and ensure training in lifting and handling is provided to staff who require it.

POLICY

CONTROL OF WORKING TIME

No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE

The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work. The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under typical Disciplinary Procedure.

POLICY

	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Death
1 Rare	1	2	3	4	5
2 Unlikely	2	4	6	8	10
3 Possible	3	6	9	12	15
4 Likely	4	8	12	16	20
5 Certain	5	10	15	20	25

RISK ASSESSMENT MATRIX

RISK ASSESSMENT

ACTIVITY	OUTLINE	HAZARD OR RISK	PEOPLE AT RISK	RISK LEVEL Severity x Likelihood	CONTROL MEASURE	RISK LEVEL AFTER MEASURE
1	Manually lift product parts on and off transport vehicles	Lifting related injury	Employees involved in transportation of product	3*3 = 9	Training in manual handling Lift heavier objects in pairs	3*1 = 3
2	Assembly of product	Lifting related injury Falling Part related injury	Employees involved in assembly of product	3*1 = 3	Training in manual handling Pair work Insure familiarity with the assembly process and procedures	3*1 = 3
3	Manually lifting products from transport vehicles to user premises	Lifting related injury	Employees involved in transportation of product	3*3 = 9	Training in manual handling Pair work Gaining familiarity with route of carry before lifting.	3*1 = 3
4	Adjusting Product Position	Lifting related injury	Employees involved in assembly of product	3*2 = 6	Training in manual handling Pair work Clear understanding of the users intended location for the product before assembly begins	3*1 = 3
5	Product part carry route	Lifting related injury Trips and falls while carrying	Employees involved in transportation of product	3*3 = 9	Training in manual handling Pair work Gaining familiarity with route of carry before lifting	3*1 = 3

Policy Number

HESA1

Review Date

23/11/2021

Drafted By

Daniel McIntosh

Version

1

Responsible

Rest Space LDN

Approved By

Rest Space LDN